

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the police department. The Police Chief is directly responsible for the organization and administration of the department, for law enforcement activities, for the supervision of all department personnel, for financial planning and budgeting of funds, for records-keeping, for public relations, and for care and maintenance of all department property and equipment. The employee of this class is also responsible for providing for employee training. The Police Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the Mayor of the City of Alexandria.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department, creating a structure and deploying manpower in a manner that will best utilize available resources in providing law enforcement services for the community. Reviews incoming communications, making assignments to staff or personally handling matters as required. Oversees the planning, organization, and direction of the department activities involving the uniformed patrol function; traffic and traffic accident investigation; criminal investigation; juvenile operations; and special tactical operations.

Oversees the development of methods which may be used to evaluate productivity. Identifies target areas for improvement in productivity and develops and initiates programs and procedures for this. Studies research findings or reviews existing or proposed legislation, regulations, ordinances, and court rulings to decide when new programs or policies are needed or when changes in current structure or operation are required. Monitors any local conditions which may create situations the department may be called upon to handle.

Collects and analyzes data to estimate the extent and causes of risk, and develops a risk management program to control losses to the acceptable level. Monitors the results of the risk management program and makes changes in procedures when needed. Develops and implements a safety program for the department.

Organizes the personnel management functions of the department. Directs the development of personnel recruitment and selection program in order to insure that the department can maintain a qualified staff in accordance with federal EEO standards.

Prepares for and participates in collective bargaining efforts to negotiate contracts and agreements with employee labor unions. Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service laws.

Establishes and maintains a system of line and staff inspections to exercise control. Meets employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Develops a grievance resolution procedure for department employees.

Manages the operation of the general accounting system for the department. Prepares a departmental operating budget, including preparing revenue and expenditure estimates. Authorizes the expenditure of funds allocated for police department operations. Supervises field management of cash used by investigative staff.

Establishes departmental policy concerning information management. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Supervises preparation and maintenance of the records and reports of the department. Compiles, organizes, and analyzes data needed and writes reports required to document department operations. Writes letters in answer to written or oral requests addressed to the police department, or needed to handle police matters. Writes any official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Works with boards and agencies whose rules and operations affect the police department. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Oversees program of crime prevention and community relations. Determines target areas for crime prevention or public education

efforts. Utilizes data gathered through departmental records, polls, and surveys in order to identify problem areas. Delivers speeches, lectures, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Oversees the supervision of all department personnel. Delegates assignments to subordinates for the effective operation of the department. Outlines duties and responsibilities, and sets task priorities. Provides subordinates with the necessary resources to get their jobs done. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken.

Oversees departmental training. Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction.

Oversees the general care, maintenance, and use of department equipment, vehicles, and property. Arranges for repairs and inspects equipment or property after repairs to see that these were properly done. Prepares specifications on new department equipment for public bids. Purchases equipment and supplies for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

EITHER

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities.

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions which include administrative or supervisory responsibilities for at least two (2) years. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must possess at least fifteen (15) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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